

1 **Wilton Sewer Commission - Monthly Meeting, Thursday, December 12, 2013**

2 **DRAFT MINUTES APPROVED 1/9/14**

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4 Wilton Sewer Commission held its regular monthly meeting on Thursday, Dec. 12<sup>th</sup> at  
5 6:30 PM in the Town Hall Courtroom. Present were Commissioners Tom Herlihy  
6 Chairman, Tom Schultz, Chris Carter (arrived 6:35); and Clerk Joanna K Eckstrom.

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8 \* **Call to order** Mr. Herlihy called the meeting to order at 6:30 PM.

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10 \* **Public Input/Comment** – None

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12 \* **Review and Approve Minutes of Nov. 14, 2013** On a motion by Mr. Schultz,  
13 seconded by Mr. Herlihy, the minutes were unanimously approved with one insertion (to  
14 Mathewson on Line 27.

15  
16 \* **Accounts Payable and YTD Expenses** bills were signed and detailed report from  
17 Pam was reviewed. Ms. Eckstrom noted that Labor – Clerical is not consistent with her  
18 payroll record – appears that some water time may have been charged to sewer.

19 Department received \$11,033 bill from Milford for Sewer agreement; also  
20 pending payment of current sewer use bill will put department over the \$140,000  
21 budget.

22  
23 \* **Accounts Receivable, YTD Income** - Jane presented an invoice dated October 1,  
24 2013 from BMSI for their services for 2014. She calculated amount due from sewer  
25 department at \$835. Bill is due by 12/31/13 (or service from BMSI will be cancelled). It  
26 was noted that although \$1500 had been budgeted as the 2013 expense for Computer  
27 Support, no money had been spent yet. This needs to be clarified with Pam.

28 There was one request for a late fee abatement / waiver at one of the Abbot  
29 House units; this was approved by all commissioners.

30 A collections report (income) was reviewed. Jane apprised commissioners that  
31 water meters are likely to be read as early as next week so the combined utility bill will  
32 go out early January.

33 \* **2014 Budget** - budget committee is aware that Milford hadn't confirmed what  
34 Wilton's Sewer Use bill would be but Ms. Eckstrom will let Joe Torre know as soon as  
35 info is available.

36 Re: establishing an operating reserve with leftover bond money, Silas Little sent  
37 relevant RSAs. Commission needs to review the bond agreement before moving  
38 forward. If there is no specific language, the money must be used to pay back principal  
39 and can't be used for an operating reserve or any other purpose.

40 It is obvious that a rate increase in 2014 will be necessary. This will be  
41 discussed in January; a public meeting will be held and vote taken in February when all  
42 commissioners are present. (Tom Herlihy will be in Florida in January.)

43  
44 \* **Update Pump Station Labor and Safety** – haven't seen if HepA documentation is in  
45 employee file yet. For now, commission will continue to cite importance of having the  
46 shot to employees.

47 Mr. Carter explained that parts are needed to repair pumps.

48  
49 \* **Update - Maple St Project** - None, project complete

50  
51 \* **Update – interdepartmental working relationship** – a meeting of Sewer  
52 Department and Water Commission Chairmen and PWD has been scheduled for 12/20  
53 11:00 am in Town Hall courtroom for this.

54  
55 \* **Update –Milford-Wilton Inter-municipal Wastewater Agreement**

56 Legal issues / wording of the agreement being discussed by counsel

57 Sewer Agreement bill is \$11,033 - well over the \$7,589 budgeted; also, with  
58 payment of current Sewer Use bill, this line item will come in over budget. Consensus  
59 of the commission to increase the sewer agreement line to \$15,000 and sewer use line  
60 to \$150,000. This info will be conveyed to Joe Torre.

61  
62 \* **Update – clarification of ownership of WWW Truck** – the water truck is used  
63 minimally; Mike B to track this in 2014 and bill sewer department actual cost vs. a  
64 percentage. All agreed not to change line item for auto expense.

65    \* **Other business**

66           The pavement cutter purchased by sewer and water departments (\$200 each) is  
67 a great investment for both departments.

68           Re: Island Street Bridge, project deferred until summer 2014. Craftsman who  
69 was to make hangers went out of business – a new supplier is needed. Holden  
70 Engineering is following this.

71           Mr. Schultz noted that Nashua Regional Planning Commission is going to do a  
72 GIS mapping project. This may be something that could help sewer department.

73           NRPC also has info about a regional RFQ for energy generation. Mr. Schultz will  
74 see if not too late for sewer (and water) to get in on project.

75           Commissioners' stipends will be paid next week to persons holding the positions  
76 at time of payment. There will be no pro-rating per decision of Selectmen. (Incidentally,  
77 per Mr. Schultz reading of the Water Works charter, the Town sets compensation rate  
78 for water commissioners.)

79  
80    \* **Upcoming Meetings:**

81           **1/9/2014 – Budget Committee work session to address changes as needed**

82           **1/9/2014 – Sewer Commission regular meeting.**

83  
84    There being no other business, the meeting adjourned at 8:05 PM.

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86    Respectfully submitted,  
87    Joanna K Eckstrom, Clerk